

SAMPLE

Cooperative Working Agreement

This working agreement is recognized as a cooperative, collaborative commitment between each agency listed below, and proof of commitment is acknowledged by the signature of each agency's representative.

The District Attorney's Office, (City), (State), agrees to:

- Designate a liaison to serve on the Sexual Assault Response Team (SART) and to serve as the agency's contact person;
- Use Sexual Assault Nurse Examiners (SANEs) as witnesses during sexual assault trials;
- Provide reasonable notification of upcoming trials to the SANE who will be called to testify;
- Meet with the SANE prior to a trial to review the case;
- Maintain communication and contact with the SART and other involved agencies, including regular participation at the SART meetings;
- Provide, through the Victim Assistance Division, law enforcement assistance with Crime Victims' Compensation Fund reimbursement; and
- Follow and support the policies and procedures set forth and approved by the SART.

The (County) Sheriff's Department, (State), agrees to:

- Designate a liaison to serve on the Sexual Assault Response Team (SART) and to serve as the agency's contact person;
- Refer sexual assault survivors to the (Name) Crisis Center;
- Refer sexual assault survivors to the SANE Team as appropriate;
- Provide a case or incident report number;
- Receive forensic evidence that has been collected from the survivor and/or perpetrator;
- Follow law enforcement established protocol regarding evidence collection and storage;
- Maintain communication and contact with the (SART) and other involved agencies, including regular participation at the SART meetings; and
- Follow and support the policies and procedures set forth and approved by the SART.

(Name) Crisis Center, (City), (State), agrees to:

- Designate a liaison to serve on the Sexual Assault Response Team (SART) and to serve as the agency's contact person;

- Provide a 24 hour a day, 7 day a week hotline for law enforcement to call;
- Refer sexual assault survivors to the SANE Team as appropriate;
- Demonstrate a one hour response from time of call received to time advocate arrives in emergency department;
- Follow established protocol with (Name) Hospital, (City), (State) for advocates in the examining room;
- Be available for survivors of all ages, their family members and friends;
- Maintain communication and contact with the SART and other involved agencies, including regular participation at the SART meetings; and
- Follow and support the policies and procedures set forth and approved by the SART.

The Children's Advocacy Center of (Name) County, (State), agrees to:

- Designate a liaison to serve on the Sexual Assault Response Team (SART) and to serve as the agency's contact person;
- Refer child victims of chronic sexual assault to the SANE Team as appropriate;
- Maintain communication and contact with the SART and other involved agencies, including regular participation at the SART meetings; and
- Follow and support the policies and procedures set forth and approved by the SART.

The SANEs, along with the (Hospital), (City), (State), agrees to:

- Designate liaisons to serve on the Sexual Assault Response Team (SART) and to serve as the agency's contact person;
- Demonstrate a one hour response from time of call received to time SANE arrives in emergency room;
- Notify the (Name) Crisis Center that a survivor has arrived;
- Provide the (Name) Crisis Center the opportunity to establish a relationship with the survivor(s), if survivor agrees. This includes survivors of all ages, their family members, and friends;
- Provide sexual assault evidence collection kit (law enforcement to cover cost);
- Provide consistency in the sexual assault examination of survivors;
- Provide consistency in the evidence collection from perpetrators;
- Provide a copy of evidence collection and all other documentation pertaining to sexual assault exam to law enforcement prior to sealing the kit, if possible;
- Maintain chain of forensic evidence and hand off to law enforcement agent;
- Properly prepare for upcoming hearings;
- Meet with the District Attorney to review the case;
- Maintain contact with the District Attorney's Office;
- Notify the District Attorney's Office of address and/or telephone number changes; and
- Maintain communication and contact with the SART and other involved agencies, including regular participation at the SART meetings.

The Cooperative Working Agreement is hereby accepted and adopted by the following representatives:

(Name), (Agency), (City), (State)

Date

(Name), (Agency), (City), (State)

Date

(Name), (Agency), (City), (State)

Date

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Date

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Date

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